Key Pickup and Drop Off

**DURING COVID 19: NO DROP-IN, BY APPOINTMENT ONLY**

1. **Purpose:** to provide step by step guidance on key pick up and drop off during the COVID-19 pandemic to help prevent the community spread and risk of exposure to SARS-CoV-2.

2. **Scope:** applies to all faculty, staff and students within the Department of Chemistry who are working on-site and will require keys.

3. **Prerequisites:** WHMIS training and all site-specific safety training as provided by the Office of Environmental Health and Safety and the Department of Chemistry.

4. **Responsibilities:** It is the responsibility of all faculty, staff and students to follow the procedures described in the SOP to ensure that physical distancing is maintained during key pickup and drop off. Everybody plays an important role in reducing the community spread of COVID19 and risk of exposure to SARS-CoV-2.

5. **Face Masks are required to enter the Office of Administration**

6. **Key Request and Pick Up:** **NO DROP-IN, BY APPOINTMENT ONLY**
   - Complete all required onboarding training
   - Confirm with your supervisor that the COVID19 reopening plan has been amended to include you in the roster
• Ensure you have signed the Graduate Student & Non-Employee PDF Attestation.
• Give this form to your supervisor
• Discuss with your supervisor the amendment to the lab-reopening plan. You must be included in the roster and schedules (you will not be able to pick up the keys if you are not approved to come on site by FAS)
• Obtain a signed Key Request Form. Ensure your supervisor indicates which key(s) you require and signs the form (electronic signature is permitted during COVID19)
• Email linda.scott@utoronto.ca (and copy your supervisor) to request an appointment and attach all completed/signed training forms and key request form
• NOTE: people without appointment will not be admitted
• Arrive at LM154 at the appointed time with your cash deposit ($50 per key)
• Call the number posted to announce your arrival. The door will be locked
• Wait away from the door (on the opposite wall). Once you are allowed in, place your cash deposit in a Ziplock bag (provided) and leave it in the tray provided (the left-hand side of the door)
• Collect your key(s) from the tray when your deposit has been checked

7. **Key Return**: NO DROP-IN, BY APPOINTMENT ONLY

• Email linda.scott@utoronto.ca to request an appointment
• Arrive at LM154 at the appointed time with your keys detached from any keyrings
• Call the number posted to announce your arrival. The door will be locked
• Wait away from the door (on the opposite wall). Once you are allowed in, place your keys in a Ziplock bag (provided) and leave it in the tray provided (the left-hand side of the door)
• Collect your cash deposit from the tray when your keys have been checked

8. **Broken/Misplaced Keys**

• Email linda.scott@utoronto.ca to request an appointment
• A new key request form is required to replace lost keys
• In the interim contact Campus Police at 416-978-2323 for temporary access (ID required)

9. **Access for Trades/Contractors**

• For UofT Trades and contractors who require access, please contact the Property Manager, Marcelo Lima Figueiroa, at 416-717-9650.